Training publication presented by

Office of Personnel Management

Interagency Training

Calendar of Courses

July, August, September 1980

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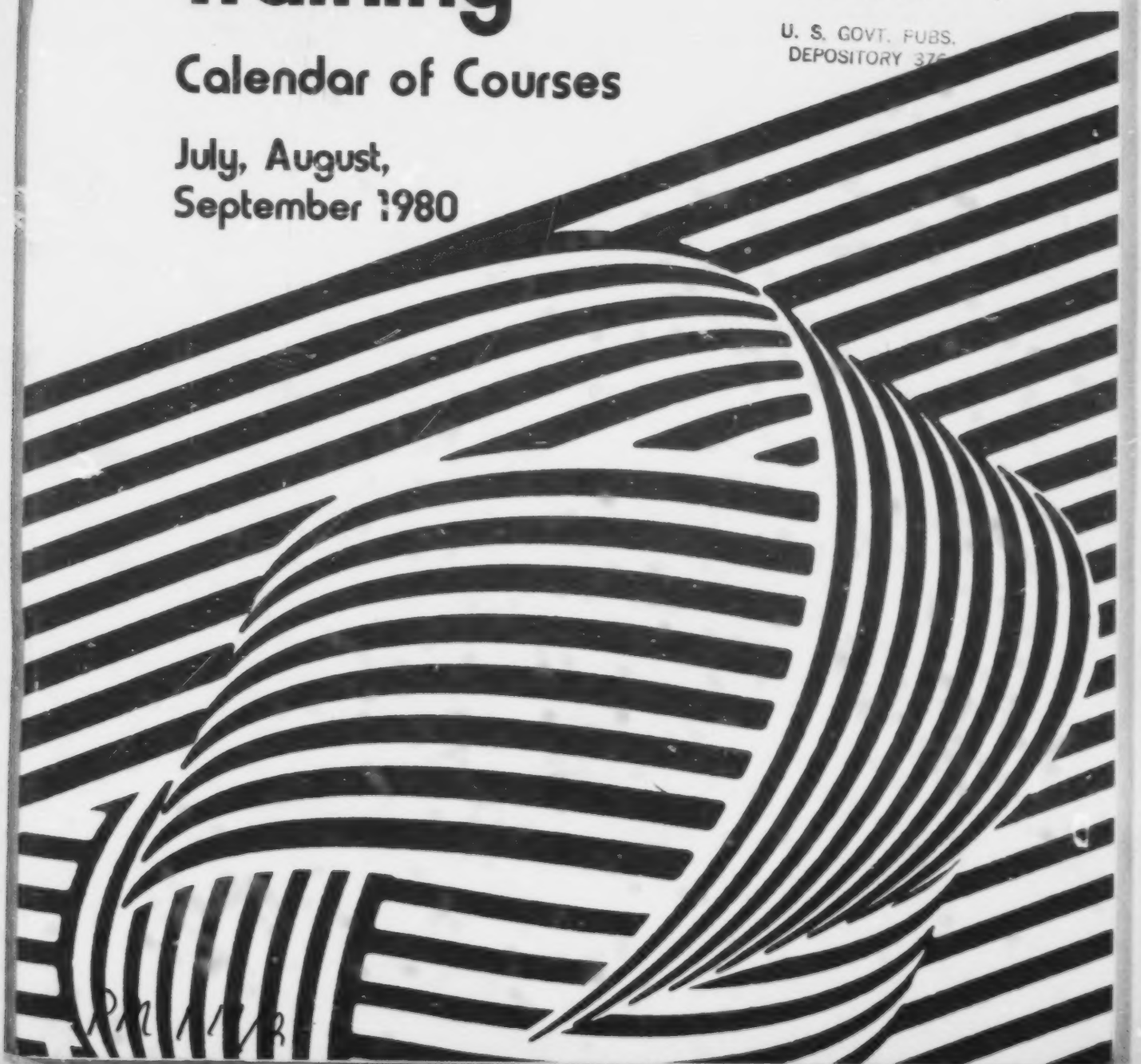

INTERAGENCY TRAINING CALENDAR OF COURSES

JULY, AUGUST, SEPTEMBER 1980

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GENERAL INFORMATION

The Interagency Training Calendar of Courses is published every three months as a supplement to the Interagency Training Catalog of Courses. The current Catalog is the 1979-1981 edition. The quarterly calendars update Catalog information with new and revised course descriptions, course dates, costs, and other changes.

Area Codes/Commercial Numbers

These will be most helpful to non-Federal readers. See the "Key to Agency Abbreviations" for Washington, DC, area codes.

Change of Address

Nominations for Office of Personnel Management (OPM) training courses in the Washington, DC, area should be sent to the addresses shown below. These new addresses are different from the ones given in the Catalog. To accommodate the Postal Service's mail reading machines, the address should be typed in capital letters omitting all punctuation.

OFFICE OF PERSONNEL MANAGEMENT
(NAME OF TRAINING CENTER) - WED
P O BOX 7230
WASHINGTON DC 20044

OFFICE OF PERSONNEL MANAGEMENT
(NAME OF TRAINING INSTITUTE) - EPMD
P O BOX 988
WASHINGTON DC 20044

The Workforce Effectiveness and Development (WED) training centers are: Automatic Data Processing Management Training Center, Labor Relations Training Center, Management Sciences Training Center, Personnel Management Training Center, Supervisory and Communications Training Center.

The Executive Personnel and Management Development Group (EPMD) training institutes are: Government Affairs Institute, Washington Management Institute, University Relations and Long Term Training.

FTS

The abbreviation "FTS" in the Telephone Number Column refers to the Federal Telecommunications System used by Federal employees to make long distance telephone calls.

Independent Study

These are courses that are available through correspondence study.

Limited Courses

Courses which show the word "Limited" in parentheses following the course title are designed primarily for employees of the sponsoring agency. Limited courses are, however, available to employees of other agencies on a space-available basis.

Target Audience

Courses are open to employees of Federal, State, and local governments and to persons sponsored by international organizations. The Catalog/Calendar is designed for Washington area readers, and most courses are conducted in this geographic area. The Calendar does, however, include some courses that are conducted outside the Washington area. These courses are included because of their national interest and because of their availability only at out-of-town locations.

GENERAL INFORMATION
(Continued)

Use of Asterisks

A single asterisk (*) in the Catalog Page Number column indicates courses that are not described in the Catalog. A single asterisk directs readers to the Appendix, which gives information about course descriptions. Double asterisks (**) give additional information about specific Calendar entries.

Use of Dashes

A dash (--) appears in columns where information described by the column heading would normally appear. In some cases this information was not available at the time the Calendar was published.

For More Information about Courses

Course information is subject to change. For more information about a specific course, contact the agency sponsor shown in the Telephone number column.

HANDICAPPED EMPLOYEE TRAINING OPPORTUNITIES

The Office of Personnel Management's Washington Training Centers and Institutes will be placing additional emphasis on accommodating handicapped employees in courses scheduled for July, August, and September 1980. The services that will be made available include: interpreters, electrical hook-ups for recording equipment, pre-course material furnished well in advance so nominees needing readers can obtain assistance in their agencies.

With sufficient agency support of this effort, OPM will gain valuable experience in identifying the training needs of the handicapped, determining courses where interest warrants special sessions for the deaf and hearing impaired and the blind, and identifying additional services that would make courses more productive to the handicapped.

After reviewing the July-September schedule of courses, please call the applicable training center/institute to discuss provisions needed to accommodate your agency's nominees. The telephone number for each center/institute is included in the Telephone Number column.

To ensure adequate lead time to consolidate nominations and make special arrangements, nominations need to be received as early as possible.

READEX MICRO

KEY TO AGENCY ABBREVIATIONS

DMA - DEFENSE MAPPING AGENCY			
Defense Mapping School	Fort Belvoir, VA	(703) 664-2985	
DOT - DEPARTMENT OF TRANSPORTATION			
Federal Highway Administration	Washington, DC	(202) 426-0512	
EPA - ENVIRONMENTAL PROTECTION AGENCY			
Air Pollution Training Institute	Research Triangle Park, NC	(919) 541-2497	
Environmental Research Laboratory	Athens, GA	(404) 546-3161	
National Training and Operational Technology Center	Cincinnati, OH	(513) 684-7501	
FEMA - FEDERAL EMERGENCY MANAGEMENT AGENCY			
Staff College	Battle Creek, MI	(616) 962-6511 x-6161	
GSA - GENERAL SERVICES ADMINISTRATION			
Acquisition Training Facility	Washington, DC	(202) 557-0986	
National Archives and Records Service	Washington, DC	(202) 376-8804	
NIOSH - NATIONAL INSTITUTE FOR OCCUPATIONAL SAFETY AND HEALTH (HEW)			
Division of Training and Manpower Development	Cincinnati, OH	(513) 684-8225	
OPM - OFFICE OF PERSONNEL MANAGEMENT			
Automatic Data Processing Management Training Center	Washington, DC	(202) 632-5650	
Federal Executive Institute	Charlottesville, VA	(804) 296-0181	
Government Affairs Institute	Washington, DC	(202) 632-5662	
Labor Relations Training Center	Washington, DC	(202) 632-4410	
Management Sciences Training Center	Washington, DC	(202) 632-5600	
National Independent Study Center	Denver, CO	(303) 234-2224	
Personnel Management Training Center	Washington, DC	(202) 632-5636	
		(202) 632-9772	
		(202) 254-8020	
Supervisory and Communications Training Center	Washington, DC	(202) 632-6027	
		(202) 254-3211	
University Relations and Long Term Training	Washington, DC	(202) 632-4472	
Washington Management Institute	Washington, DC	(202) 632-5671	
OSHA - OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (Labor)			
Training Center	Des Plaines, IL	(312) 297-4810	
STATE - DEPARTMENT OF STATE			
Foreign Service Institute	Washington, DC	(202) 235-8764	
USDA - DEPARTMENT OF AGRICULTURE			
Career Development Division	Washington, DC	(202) 447-6977	
Interagency Auditor Training Programs	Bethesda, MD	(301) 492-6351	

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COURSE LISTINGS

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AREA AND COUNTRY STUDIES

Course Code Number	Course Dates	Nomination Closing Date	Course Title	Hours	Cost	Catalog Page Number	Telephone Number
R101	Aug 11 Sep 8	-- --	Africa, Sub-Sahara (Limited)	80	$590	278	235-8764 (STATE)
R104	Aug 11	--	East Asia (Limited)	80	$590	278	235-8764 (STATE)
R105	Aug 11	--	Eastern Europe and USSR (Limited)	80	$590	278	235-8764 (STATE)
R106	Aug 11 Sep 8	-- --	Latin America (Limited)	80	$590	278	235-8764 (STATE)
R107	Aug 11 Sep 8	-- --	Near East and North Africa (Limited)	80	$590	278	235-8764 (STATE)
R108	Aug 11	--	South Asia (Limited)	80	$590	278	235-8764 (STATE)
R109	Aug 11 Sep 8	-- --	Southeast Asia (Limited)	80	$590	278	235-8764 (STATE)
R102	Aug 11	--	Western Europe (Limited)	80	$590	278	235-8764 (STATE)

AUTOMATIC DATA PROCESSING

Course Code Number	Course Dates	Nomination Closing Date	Course Title	Hours	Cost	Catalog Page Number	Telephone Number
			ADP User Education				
24BW	Aug 18-20	Jul 21	ADP for Administrative, Clerical and Secretarial Personnel	24	$160	4	632-5650 (OPM)
24CH	Jul 28-Aug 1	Jun 30	ADP Systems Analysis Seminar	40	$320	14	632-5650 (OPM)
24CA	Aug 4-8	Jul 7	Auditing Automated Systems: Tools and Techniques	40	$350	5	632-5650 (OPM)
24GS	Sep 15-19	Aug 18	Auditing On-line Systems	40	$350	6	632-5650 (OPM)
24AO	Sep 10-12	Aug 13	Automated Accounting Systems	24	$250	8	632-5650 (OPM)
24LW	Sep 22-24	Aug 25	Automated Bibliographic Data Bases (Formerly: Introduction to On-line Bibliographic Systems)	24	$230	11	632-5650 (OPM)
24AN	Sep 24-26	Aug 27	Automated Budgeting Systems	24	$250	*	632-5650 (OPM)
24CT	Aug 6-8	Jul 9	Automated Data Base Concepts	24	$250	19	632-5650 (OPM)
24AJ	Aug 27-29	Jul 30	Automated Financial Management Tools	24	$250	8	632-5650 (OPM)
24AL	Aug 13-15	Jul 16	Automated Personnel Systems	24	$250	9	632-5650 (OPM)
24AV	Sep 8-10	Aug 11	Computer Technology Update	24	$250	16	632-5650 (OPM)
24MA	Jul 14-16	Jun 16	Current Technology in Automated Libraries	24	$230	*	632-5650 (OPM)
24CV	Aug 11-15	Jul 14	Design of Computerized Management Information Systems	40	$320	16	632-5650 (OPM)
24CO	Sep 22-24	Aug 25	Distributed Computing and Computer Networks	24	$250	*	632-5650 (OPM)

*Not described in the 1979-1981 Catalog; see the Appendix section of this Calendar for information.

AUTOMATIC DATA PROCESSING - CONT.

Course Code Number	Course Dates	Nomination Closing Date	Course Title	Hours	Cost	Catalog Page Number	Telephone Number
			ADP User Education (Continued)				
24BI	Aug 20-22	Jul 23	Integrating Office Operations with Information Technology (Formerly: Integrated Office Operations/Information Technology	24	$250	*	632-5650 (OPM)
24AA	Sep 15-18	Aug 18	An Introduction to ADP	32	$180	3	632-5650 (OPM)
24BY	Jul 7-11	Jun 9	Introduction to ADP Systems Analysis	40	$320	17	632-5650 (OPM)
24GP	Sep 4-5	Aug 7	Introduction to Microforms	16	$180	18	632-5650 (OPM)
24GQ	Sep 29-30	Aug 29	Introduction to Minicomputers	16	$200	21	632-5650 (OPM)
24BX	Jul 21-23 Aug 25-27 Sep 29-Oct 1	Jun 23 Jul 28 Aug 29	Management Introduction to ADP	24	$240	5	632-5650 (OPM)
24BJ	Jul 23-25	Jun 25	Seminar in Library Automation	24	$230	13	632-5650 (OPM)
24BL	Aug 18-20	Jul 21	Storage and Retrieval Techniques	24	$230	13	632-5650 (OPM)
24BY	Jul 7-11	Jun 9	Systems Analysis and Design (for the Deaf and Hearing Impaired) (Formerly: Introduction to ADP Systems Analysis for the Deaf and Hearing Impaired)	24	$320	*	632-5650 (OPM)
24BH	Jul 30-Aug 1	Jul 2	Workshop in Automated Acquisitions and Cataloging	24	$230	13	632-5650 (OPM)
24BR	Jul 16-18	Jun 18	Workshop in Automated Serials Control	24	$230	13	632-5650 (OPM)
			Computer Specialist Training				
24FY	Jul 7-11	Jun 9	COBOL Programming Techniques	40	$350	27	632-5650 (OPM)

*Not described in the 1979-1981 Catalog; see the Appendix section of this Calendar for information.

Course Code Number	Course Dates	Nomination Closing Date	Course Title	Hours	Cost	Catalog Page Number	Telephone Number
			Computer Specialist Training (Continued)				
24GH	Aug 25-28	Jul 28	Data Base Management Systems	32	$280	26	632-5650 (OPM)
24GC	Aug 6-8	Jul 9	Data Entry and Source Data Automation/ Computer Output Devices	24	$250	31	632-5650 (OPM)
24PG	Jul 30-Aug 1	Jul 2	Decision Logic Table Workshop	24	$250	22	632-5650 (OPM)
24FM	Jul 21-Aug 1 Sep 22-Oct 3	Jun 23 Aug 25	Fundamentals of ANS COBOL	80	$450	29	632-5650 (OPM)
24FN	Jul 21-25 Sep 22-26	Jun 23 Aug 25	Fundamentals of FORTRAN IV	40	$350	30	632-5650 (OPM)
24LV	Sep 8-19	Aug 11	Fundamentals of PL/I	80	$450	30	632-5650 (OPM)
24BZ	Aug 6-8	Jul 9	Introduction to Computer File Structures and Data Base Design	24	$250	26	632-5650 (OPM)
24FQ	Aug 4-8	Jul 7	Programming in FORTRAN (for the Deaf and Hearing Impaired)	40	$325	28	632-5650 (OPM)
24FE	Sep 16-19	Aug 19	Seminar in Advanced Computer Systems Technology	32	$280	24	632-5650 (OPM)
24AZ	Aug 13-15	Jul 16	Seminar in Computer Systems Evaluation and Procurement (Formerly: Seminar in Computer Systems Evaluation and Selection)	24	$250	24	632-5650 (OPM)
24GF	Sep 15-17	Aug 18	Seminar on Minicomputers	24	$250	25	632-5650 (OPM)
24FA	Jul 14-18 Aug 11-15 Sep 8-12	Jun 16 Jul 14 Aug 11	Systems Analysis for Computer Programmers	40	$325	32	632-5650 (OPM)
24FD	Sep 22-Oct 3	Aug 25	Systems Workshop for Computer Specialists	80	$450	33	632-5650 (OPM)
			Workshop/Seminar Series in ADP Systems Analysis Techniques				
24BU	Aug 25-29	Jul 28	I. Statistical Approaches to Data Analysis	40	$350	34	632-5650 (OPM)

Course Code Number	Course Dates	Nomination Closing Date	Course Title	Hours	Cost	Catalog Page Number	Telephone Number
			Computer Specialist Training (Continued)				
24HA	Jul 23-25	Jun 25	II. Structured Design	24	$250	34	632-5650 (OPM)
24GN	Jul 9-11	Jun 11	VI. Data Processing Project Management	24	$250	34	632-5650 (OPM)
24HF	Aug 4-6	Jul 7	VIII. Fundamental Telecommunications Concepts	24	$250	34	632-5650 (OPM)
24FK	Sep 2-5	Aug 5	IX. Systems Design Considerations in an On-line Environment	32	$280	34	632-5650 (OPM)
24HH	Aug 26-29	Jul 29	X. Management of Data Communications	32	$280	34	632-5650 (OPM)
24HI	Sep 8-10	Aug 11	XI. Distributed Data Processing	24	$250	34	632-5650 (OPM)
			Upward Mobility Training				
24LT	Jul 14-18 Sep 15-19	Jun 16 Aug 18	Basic Card Punch Operator Training	40	$300	41	632-5650 (OPM)
24LN	Aug 18-22	Jul 21	Introduction to COBOL Programming	40	$275	41	632-5650 (OPM)
24LH	Jul 14-17 Aug 4-7	Jun 16 Jul 7	Introduction to Computer Operation	32	$280	38	632-5650 (OPM)
24BV	Aug 11-15	Jul 14	Introduction to Computer Programming	40	$300	42	632-5650 (OPM)
24LM	Aug 18-22	Jul 21	Introduction to Job Control Language	40	$320	38	632-5650 (OPM)
24LS	Sep 29-Oct 1	Aug 29	JCL (Job Control Language) Workshop	24	$250	*	632-5650 (OPM)
24LJ	Sep 8-11	Aug 11	Operating Computer Peripheral Equipment	32	$260	39	632-5650 (OPM)
24LK	Sep 23-25	Aug 26	Operating Computer Systems	24	$240	40	632-5650 (OPM)

*Not described in the 1979-1981 Catalog; see the Appendix section of this Calendar for information.

AUTOMATIC DATA PROCESSING - CONT.

Course Code Number	Course Dates	Nomination Closing Date	Course Title	Hours	Cost	Catalog Page Number	Telephone Number
			Upward Mobility Training (Continued)				
24LI	Aug 20-22	Jul 23	Tape/Disk Librarian Functions	24	$240	43	632-5650 (OPM)
24LP	Jul 7-11 Aug 25-29	Jun 9 Jul 28	Workshop in COBOL Programming	40	$275	42	632-5650 (OPM)

COMMUNICATIONS

Course Code Number	Course Dates	Nomination Closing Date	Course Title	Hours	Cost	Catalog Page Number	Telephone Number
25DZ	Jul 21-Aug 8 Sep 8-26	Jun 23 Aug 11	Accelerated Reading	40	$250	46	632-6047 (OPM)
25EE	Jul 8-11 Aug 4-7 Sep 8-11	Jun 10 Jul 7 Aug 11	Art of Dictation	16	$200	*	632-6047 (OPM)
K115	Jul 11 Aug 8 Sep 19	-- -- --	Art of Dictation Workshop (Limited)	3	$ 15	279	235-8764 (STATE)
25PD	Sep 8-19	Aug 11	Basic Communications Skills	40	$250	46	632-6047 (OPM)
25HA	Jul 21-22 Sep 4-5	Jun 23 Aug 7	Communications with the Public	16	$200	*	632-6047 (OPM)
25HE	Aug 12-15 Sep 23-26	Jul 15 Aug 26	Constructive Conflict Resolution	32	$225	47	632-6047 (OPM)
25DF	Jul 8-18 Sep 16-26	Jun 10 Aug 19	Effective Briefing Techniques	40	$250	49	632-6047 (OPM)
25DL	Sep 29-Oct 1	Sep 1	Effective Communications for Managers	24	$225	*	632-6047 (OPM)
25DM	Jul 7-18 Jul 28-Aug 8 Aug 20-Sep 3 Sep 17-30	Jun 9 Jun 30 Jul 23 Aug 20	Effective English Workshop	40	$250	49	632-6047 (OPM)
25DB	Aug 20-27	Jul 23	Effective Letterwriting for Management	24	$225	50	632-6047 (OPM)
25DK	Sep 2-3	Aug 5	Effective Listening and Memory Development	16	$200	*	632-6047 (OPM)
M105	Aug 14	--	Effective Oral Communications (Limited)	12	$ 77	279	235-8764 (STATE)
M109	Sep 8	--	Effective Writing for Managers (Limited)	16	$102	279	235-8764 (STATE)

*Not described in the 1979-1981 Catalog; see the Appendix section of this Calendar for information.

COMMUNICATIONS - CONT.

Course Code Number	Course Dates	Nomination Closing Date	Course Title	Hours	Cost	Catalog Page Number	Telephone Number
25PH	Jul 28-Aug 8 Sep 8-19	Jun 30 Aug 11	Essentials of English	40	$225	50	632-6047 (OPM)
25EA	Jul 7-18 Aug 6-19 Sep 8-19	Jun 9 Jul 9 Aug 11	Fundamentals of Writing	40	$250	51	632-6047 (OPM)
K113	Sep 16	--	How to Communicate by Letter and Memo, for Secretaries (Limited)	24	$120	279	235-8764 (STATE)
25EH	Jul 23-25 Sep 3-5	Jun 25 Aug 6	Interpersonal Communications	24	$225	52	632-6047 (OPM)
25AM	Jul 29-Aug 5 Sep 4-11	Jul 1 Aug 7	Letterwriting for Secretaries	24	$225	52	632-6047 (OPM)
25ET	Jul 21-23 Sep 22-24	Jun 23 Aug 25	Managing Other People's Writing	24	$225	53	632-6047 (OPM)
28IC	Independent Study	--	Programmed English Usage	48	$ 35	53	FTS 234-2224 COMMERCIAL (303) 234-2224
25AN	Jul 7-11 Jul 28-Aug 1 Aug 18-22 Sep 15-19	Jun 9 Jun 30 Jul 21 Aug 18	Proofreading	20	$200	54	632-6047 (OPM)
25DD	Jul 21-30 Sep 3-12	Jun 23 Aug 6	Report Writing Workshop	32	$225	55	632-6047 (OPM)
25DI	Aug 4-22	Jul 7	Voice and Diction Improvement	28	$225	56	632-6047 (OPM)
28II	Independent Study	--	Writing Analytical Reports	24	$ 55	56	FTS 234-2224 COMMERCIAL (303) 234-2224 (OPM)
25DA	Jul 10-18 Aug 11-19 Sep 22-30	Jun 12 Jul 14 Aug 25	Writing Effective Letters	28	$225	57	632-6047 (OPM)

Course Code Number	Course Dates	Nomination Closing Date	Course Title	Hours	Cost	Catalog Page Number	Telephone Number
25DC	Jul 15-17 Aug 19-21 Sep 16-18	Jun 17 Jul 22 Aug 19	Writing Regulations and Procedures for Public Understanding	24	$225	57	632-6047 (OPM)
28IH	Independent Study	--	Writing Short Informational Reports	20	$ 50	*	FTS 234-2224 COMMERCIAL (303) 234-2224 (OPM)

*Not described in the 1979-1981 Catalog; see the Appendix section of this Calendar for information.

Course Code Number	Course Dates	Nomination Closing Date	Course Title	Hours	Cost	Catalog Page Number	Telephone Number
			Air Pollution				
444	Sep 23-26	Jul 21	Air Pollution Field Enforcement (Given in San Francisco, CA)	28	$ 77	--	FTS 629-2497 COMMERCIAL (919) 541-2497 (EPA)
411	Aug 18-22	Jun 13	Air Pollution Meteorology (Given in Richmond, VA)	36	$ 99	--	FTS 629-2497 COMMERCIAL (919) 541-2497 (EPA)
464	Jul 21-Aug 1	May 16	Analytical Methods for Air Quality Standards (Given in Research Triangle Park, NC)	80	$350	--	FTS 629-2497 COMMERCIAL (919) 541-2497 (EPA)
435	Aug 18-22	Jun 13	Atmospheric Sampling (Given in Davis, CA)	36	$157.50	--	FTS 629-2497 COMMERCIAL (919) 541-2497 (EPA)
427			Combustion Evaluation	40	$110	--	FTS 629-2497 COMMERCIAL (919) 541-2497 (EPA)
	Jul 14-18	May 8	(Given in Kansas City, MO)				
	Jul 14-18	May 8	(Given in Boston, MA)				
	Aug 11-15	Jun 6	(Given in Seattle, WA)				
	Sep 15-19	Jul 11	(Given in Detroit, MI)				
474	Sep 8-12	Jul 3	Continuous Emission Monitoring (Given in Research Triangle Park, NC)	40	$110	--	FTS 629-2497 COMMERCIAL (919) 541-2497 (EPA)
415	Sep 23-26	Jul 21	Control of Gaseous Emissions (Given in Boston, MA)	32	$ 88	--	FTS 629-2497 COMMERCIAL (919) 541-2497 (EPA)
413			Control of Particulate Emissions	32	$ 88	--	FTS 629-2497 COMMERCIAL (919) 541-2497 (EPA)
	Jul 22-25	May 16	(Given in Davis, CA)				
	Jul 22-25	May 16	(Given in Philadelphia, PA)				
	Aug 26-29	Jun 23	(Given in Cleveland, OH)				
	Aug 26-29	Jun 23	(Given in Jackson, MS)				
423	Sep 15-19	Jul 11	Dispersion of Air Pollution - Theory and Model Application (Given in Denver, CO)	36	$ 99	--	FTS 629-2497 COMMERCIAL (919) 541-2497 (EPA)

Course Code Number	Course Dates	Nomination Closing Date	Course Title	Hours	Cost	Catalog Page Number	Telephone Number
			Air Pollution (Continued)				
452	Jul 7-11 Aug 25-29	May 1 Jun 20	Principles and Practice of Air Pollution Control (Given in Houston, TX) (Given in Buffalo, NY)	36	$ 99	--	FTS 629-2497 COMMERCIAL (919) 541-2497 (EPA)
470	Sep 23-26	Jul 21	Quality Assurance for Air Pollution Measurement Systems (Given in Phoenix, AZ)	32	$ 99	--	FTS 629-2497 COMMERCIAL (919) 541-2497 (EPA)
468	Aug 11-14	Jun 6	Source Sampling and Analysis for Gaseous Pollutants (Given in Research Triangle Park, NC)	32	$140	--	FTS 629-2497 COMMERCIAL (919) 541-2497 (EPA)
450	Jul 14-18 Aug 4-8	May 8 May 30	Source Sampling for Particulate Pollutants (Given in Chicago, IL) (Given in Research Triangle Park, NC)	36	$157.50	--	FTS 629-2497 COMMERCIAL (919) 541-2497 (EPA)
482	Aug 19-22	Jun 16	Sources and Control of Organic Air Pollutants (Given in Chicago, IL)	32	$ 88	--	FTS 629-2497 COMMERCIAL (919) 541-2497 (EPA)
426	Jul 21-25	May 16	Statistical Evaluation Methods for Air Pollution Data (Given in Topeka, KS)	36	$ 99	--	FTS 629-2497 COMMERCIAL (919) 541-2497 (EPA)
			Water Quality Control				
107.5	Aug 19-20	Jul 18	Atomic Absorption: Applications Technology in Water Quality Laboratories (Given in Cincinnati, OH)	16	$ 44	--	FTS 684-7501 COMMERCIAL (513) 684-7501 (EPA)
120.4	Jul 14-18	Jun 16	Bacteriological Methods in Water Quality Control Programs (Given in Athens, GA)	40	$175	--	FTS 250-3161 COMMERCIAL (404) 546-3161 (EPA)

Course Code Number	Course Dates	Nomination Closing Date	Course Title	Hours	Cost	Catalog Page Number	Telephone Number
			Water Quality Control (Continued)				
149	Aug 12-14	Jul 11	Bioassay for Toxic and Hazardous Materials (Given in Cincinnati, OH)	24	$105	--	FTS 684-7501 COMMERCIAL (513) 684-7501 (EPA)
107.6	Aug 21-22	Jul 21	Gas Chromatography: Applications Technology in Water Quality Laboratories (Given in Cincinnati, OH)	16	$ 44	--	FTS 684-7501 COMMERCIAL (513) 684-7501 (EPA)
141.1	Jul 8-9	Jun 6	Microbiology of Activated Sludge (Given in Cincinnati, OH)	16	$ 70	--	FTS 684-7501 COMMERCIAL (513) 684-7501 (EPA)
166	Aug 4-8	Jul 3	Sludge Treatment and Disposal (Given in Cincinnati, OH)	40	$110	--	FTS 684-7501 COMMERCIAL (513) 684-7501 (EPA)

EQUAL EMPLOYMENT OPPORTUNITY

Course Code Number	Course Dates	Nomination Closing Date	Course Title	Hours	Cost	Catalog Page Number	Telephone Number
22VL	Aug 11-15	Jul 21	Advanced Workshop for Federal Women's Program and Hispanic Employment Program Managers	40	$350	233	632-5636 (OPM)
22UM	Jul 16-18 Sep 10-12	Jun 25 Aug 20	Assessing EEO Workforce Data	24	$240	226	632-5636 (OPM)
22UJ	Jul 14,16,18	Jun 23	Career Women and Upward Mobility	24	$240	227	632-5636 (OPM)
22VB	Jul 9-11 Sep 10-12	Jun 18 Aug 20	EEO for Advisory Committee Members	24	$240	231	632-9772 (OPM)
22UA	Jul 22-25 Sep 23-26	Jul 1 Sep 2	EEO Affirmative Action Planning Workshop	32	$300	228	632-5636 (OPM)
22UF	Aug 6-8	Jul 16	EEO Counseling - Advanced	24	$240	230	632-5636 (OPM)
22UD	Jul 28-30 Aug 27-28 Sep 17-19	Jul 7 Aug 9 Aug 27	EEO Counseling - Basic	24	$240	230	632-9772 (OPM)
22VA	Sep 23	Sep 2	EEO and the Federal Employee	8	$ 90	229	632-5636 (OPM)
22VI	Sep 24-26	Sep 3	EEO Law: Its Impact on Federal Employees	16	$170	232	632-9772 (OPM)
22UX	Sep 24-26	Sep 3	EEO for Personnel Specialists and Administrative Officers	24	$240	231	632-9772 (OPM)
28CG	Independent Study	--	Equal Employment Opportunity	16	$ 15	228	FTS 234-2224 COMMERCIAL (303) 234-2224 (OPM)
22UH	Aug 6-8	Jul 16	The Federal Women's Program: A Workshop	24	$240	233	632-9772 (OPM)
22UU	Jul 9-11	Jun 18	The Hispanic Employment Program: A Workshop	24	$240	233	632-9772 (OPM)
22VK	Aug 20-22	Jul 30	Introduction to the Federal Equal Employment Opportunity Program	24	$240	234	632-9772 (OPM)
22UL	Jul 22-25 Sep 23-26	Jul 1 Sep 9	Investigation of Complaints of Discrimination	32	$300	235	632-9772 (OPM)

EQUAL EMPLOYMENT OPPORTUNITY - CONT.

Course Code Number	Course Dates	Nomination Closing Date	Course Title	Hours	Cost	Catalog Page Number	Telephone Number
22VF	Aug 4-8	Jul 14	Managing EEO Programs	40	$350	236	632-9772 (OPM)
22UV	Jul 14-16 Aug 11-13 Sep 8-10	Jun 23 Jul 21 Aug 18	The Role of Supervisors and Managers in EEO	24	$240	235	632-9772 (OPM)
22VO	Aug 18-22	Jul 28	Title VI: Nondiscrimination in Federally Assisted Programs: An Introductory Program	40	$340	*	632-9772 (OPM)
22US	Aug 26-29	Aug 5	Upward Mobility: Planning and Implementation	32	$300	239	632-9772 (OPM)

*Not described in the 1979-1981 Catalog; see the Appendix section of this Calendar for information.

EXECUTIVE AND MANAGEMENT

Course Code Number	Course Dates	Nomination Closing Date	Course Title	Hours	Cost	Catalog Page Number	Telephone Number
36CQ	Sep 21-26	Sep 8	Advanced Management Seminar (Residential Program)	48	$375	99	632-5671 (OPM)
--	Jul 14-18	May 22	Advanced Manager's Workshop (Limited)	40	$375	*	447-6977 (USDA)
--	Jul 27-Aug 1	Jun 27	Diversity in the Federal Workforce: A Focus on Executives of Hispanic Ancestry (Given at the Federal Executive Institute in Charlottesville, VA)	40	$750	*	FTS 937-1295 COMMERCIAL (804) 296-0181 (OPM)
--	Aug 24-29	Jul 24	Executive Leadership Performance and Skills (Given at the Federal Executive Institute in Charlottesville, VA)	40	$750	*	FTS 937-1295 COMMERCIAL (804) 296-0181 (OPM)
36AT	Jul 9-11	Jun 25	Executive Leadership Seminar	35	$325	103	632-5671 (OPM)
G104	Sep 14	--	Executive Performance Seminar (Limited)	40	$980	--	235-8764 (STATE)
38LC	Sep 1980 to Aug 1981	May 9	Fellowships in Congressional Operations Program Congressional Fellows Program Foreign Affairs Fellows Program (Nominations are not accepted for the Foreign Affairs segment only)		$1900 $1800	74	632-4472 (OPM)
36CP	September	--	Ideas and Authors	30	$275	105	632-5671 (OPM)
--	Aug 24-29	Apr 14	The Management of Human Performance Appraisal: The State-of-the Art (Given at the Federal Executive Institute in Charlottesville, VA)	40	$750	*	FTS 937-1295 COMMERCIAL (804) 296-0181 (OPM)
36CL	Aug 5-8	Jul 22	Managerial Decision Making (Residential Program)	40	$325	110	632-5671 (OPM)
36CA	Aug 18-22	Aug 4	Middle Management Institute	40	$325	112	632-5671 (OPM)
--	Jun 29-Jul 2	May 29	New Directions for New Economic Challenges (Given at the Federal Executive Institute in Charlottesville, VA)	24	$450	*	FTS 937-1295 COMMERCIAL (804) 296-0181 (OPM)

*Not described in the 1979-1981 Catalog; see the Appendix section of this Calendar for information.

EXECUTIVE AND MANAGEMENT - CONT.

Course Code Number	Course Dates	Nomination Closing Date	Course Title	Hours	Cost	Catalog Page Number	Telephone Number
36CR	Jul 15-18	Jul 1	Results Oriented Management	40	$325	113	632-5671 (OPM)

FOREIGN LANGUAGE

Course Code Number	Course Dates	Nomination Closing Date	Course Title	Hours	Cost	Catalog Page Number	Telephone Number
AA	Aug 25	--	Afrikaans, Intensive Language Training (Limited)	24 wks	$183 wk	--	235-8764 (STATE)
AC	Aug 25	--	Amaharic, Intensive Language Training (Limited)	24 wks	$183 wk	--	235-8764 (STATE)
QE	Aug 25	--	Arabic, Eastern, Intensive Language Training (Limited)	24 wks	$183 wk	--	235-8764 (STATE)
AD	Aug 25	--	Arabic, Modern Standard, Intensive Language Training (Limited)	44 wks	$183 wk	--	235-8764 (STATE)
AD	Aug 11	--	Arabic, Modern Standard, in Tunis, Intensive Language Training (Limited)	12/15 mos	$183 wk	--	235-8764 (STATE)
QW	Aug 25	--	Arabic, Western, Intensive Language Training (Limited)	24 wks	$183 wk	--	235-8764 (STATE)
BN	Aug 25	--	Bengali, Intensive Language Training (Limited)	24 wks	$183 wk	--	235-8764 (STATE)
BU	Aug 25	--	Bulgarian, Intensive Language Training (Limited)	24 wks	$183 wk	--	235-8764 (STATE)
BY	Aug 25	--	Burmese, Intensive Language Training (Limited)	24 wks	$183 wk	--	235-8764 (STATE)
CM	Aug 25	--	Chinese, Standard, Intensive Language Training (Limited)	24 wks	$183 wk	--	235-8764 (STATE)
CM	Aug 11	--	Chinese, Standard, in Taiwan, Intensive Language Training (Limited)	12/15 mos	$183 wk	--	235-8764 (STATE)
CX	Aug 25	--	Czech, Intensive Language Training (Limited)	24 wks	$183 wk	--	235-8764 (STATE)
DA	Aug 25	--	Danish, Intensive Language Training (Limited)	24 wks	$180 wk	--	235-8764 (STATE)
PG	Aug 25	--	Dari, Afghan Persian, Intensive Language Training (Limited)	24 wks	$183 wk	--	235-8764 (STATE)

FOREIGN LANGUAGE - CONT.

Course Code Number	Course Dates	Nomination Closing Date	Course Title	Hours	Cost	Catalog Page Number	Telephone Number
DU	Aug 25	--	Dutch, Intensive Language Training (Limited)	24 wks	$180 wk	--	235-8764 (STATE)
PF	Aug 25	--	Farsi, Iranian Persian, Intensive Language Training (Limited)	24 wks	$183 wk	--	235-8764 (STATE)
FJ	Aug 25	--	Finnish, Intensive Language Training (Limited)	24 wks	$183 wk	--	235-8764 (STATE)
FR	Jul 28 Aug 25 Sep 22	-- -- --	French, Intensive Language Training (Limited)	24 wks	$180 wk	--	235-8764 (STATE)
GM	Jul 28 Sep 22	--	German, Intensive Language Training (Limited)	24 wks	$180 wk	--	235-8764 (STATE)
HE	Aug 25	--	Hebrew, Intensive Language Training (Limited)	24 wks	$183 wk	--	235-8764 (STATE)
HJ	Aug 25	--	Hindi, Intensive Language Training (Limited)	24 wks	$183 wk	--	235-8764 (STATE)
HU	Aug 25	--	Hungarian, Intensive Language Training (Limited)	24 wks	$183 wk	--	235-8764 (STATE)
JN	Aug 25	--	Indonesian, Intensive Language Training (Limited)	24 wks	$183 wk	--	235-8764 (STATE)
JT	Jul 28 Sep 22	--	Italian, Intensive Language Training (Limited)	24 wks	$180 wk	--	235-8764 (STATE)
JA	Aug 25	--	Japanese, Intensive Language Training (Limited)	24 wks	$183 wk	--	235-8764 (STATE)
JA	Aug 11	--	Japanese, in Yokohama, Intensive Language Training (Limited)	12/15 mos	$183 wk	--	235-8764 (STATE)
JP	Aug 25	--	Korean, Intensive Language Training (Limited)	24 wks	$183 wk	--	235-8764 (STATE)
LC	Aug 25	--	Lao, Intensive Language Training (Limited)	24 wks	$183 wk	--	235-8764 (STATE)

FOREIGN LANGUAGE - CONT.

Course Code Number	Course Dates	Nomination Closing Date	Course Title	Hours	Cost	Catalog Page Number	Telephone Number
NR	Aug 25	--	Norwegian, Intensive Language Training (Limited)	24 wks	$180 wk	--	235-8764 (STATE)
TC	Aug 25	--	Pilipino, Intensive Language Training (Limited)	24 wks	$183 wk	--	235-8764 (STATE)
PL	Aug 25	--	Polish, Intensive Language Training (Limited)	24 wks	$183 wk	--	235-8764 (STATE)
PY	Jul 28 Sep 22	--	Portuguese, Intensive Language Training (Limited)	24 wks	$180 wk	--	235-8764 (STATE)
RQ	Aug 25	--	Romanian, Intensive Language Training (Limited)	24 wks	$183 wk	--	235-8764 (STATE)
RU	Aug 25	--	Russian, Intensive Language Training (Limited)	24 wks	$183 wk	--	235-8764 (STATE)
SC	Aug 25	--	Serbo-Croatian, Intensive Language Training (Limited)	24 wks	$183 wk	--	235-8764 (STATE)
QB	Jul 28 Aug 25 Sep 22	-- -- --	Spanish, Intensive Language Training (Limited)	24 wks	$180 wk	--	235-8764 (STATE)
SW	Aug 25	--	Swahili, Intensive Language Training (Limited)	24 wks	$183 wk	--	235-8764 (STATE)
SY	Aug 25	--	Swedish, Intensive Language Training (Limited)	24 wks	$180 wk	--	235-8764 (STATE)
TH	Aug 25	--	Thai, Intensive Language Training (Limited)	24 wks	$183 wk	--	235-8764 (STATE)
TU	Aug 25	--	Turkish, Intensive Language Training (Limited)	24 wks	$183 wk	--	235-8764 (STATE)
UR	Aug 25	--	Urdu, Intensive Language Training (Limited)	24 wks	$183 wk	--	235-8764 (STATE)

GOVERNMENT AFFAIRS

Course Code Number	Course Dates	Nomination Closing Date	Course Title	Hours	Cost	Catalog Page Number	Telephone Number
37LE	Aug 11-13	Jul 28	Congressional Briefing Conference for Administrative, Technical and Support Personnel	24	$175	72	632-5662 (OPM)
37JC	Jul 28-Aug 1	Jul 14	Congressional Operations Institute (Formerly: Congressional Operations Seminar for Managers and Institute in the Legislative Function)	40	$300	*	632-5662 (OPM)
--	Aug 11-13	Jul 28	Federalism (Formerly: Federalism and Decentralization of the Executive Branch)	32	$300	*	632-5662 (OPM)
--	Jul 21-25	Jul 7	Introduction to Government Operations	40	$225	80	632-5662 (OPM)
37LM	Aug 18-22	Aug 4	Legislation Formulation Workshop	40	$200	81	632-5662 (OPM)
37LD	Jul 21-25	Jul 7	Legislative Operations Roundtable for Executives	40	$375	81	632-5662 (OPM)
37LK	Aug 14-15	Jul 31	Symposium on Freedom of Information/Privacy Act	16	$175	87	632-5662 (OPM)

*Not described in the 1979-1981 Catalog; see the Appendix section of this Calendar for information.

Course Code Number	Course Dates	Nomination Closing Date	Course Title	Hours	Cost	Catalog Page Number	Telephone Number
			General Series				
28KB	Independent Study	--	Basic Labor Relations	32	$ 40	126	FTS 234-2224 COMMERCIAL (303) 234-2224 (OPM)
26AD	Sep 18	--	Labor Relations Briefing for Executives	8	$ 75	127	632-4410 (OPM)
26AG	Aug 12-14	--	Labor Relations for EEO Personnel	24	$275	127	632-4410 (OPM)
26AE	Sep 23-25	--	Labor Relations for Personnel Specialists	24	$275	128	632-4410 (OPM)
			Specialty Workshop Series				
26CB	Sep 8-12	--	Advanced Collective Bargaining Negotiations	40	$400	130	632-4410 (OPM)
26CM	Sep 24-25	--	Drafting Labor Agreement Language (Formerly: Writing the Language of the Collective Bargaining Agreement)	16	$400	134	632-4410 (OPM)
26CA	Sep 8-11	--	Workshop on Arbitration	32	$350	132	632-4410 (OPM)
			Special Program				
26PA	To Be Determined	--	Collective Bargaining Symposium for Labor Relations Executives (Date, location and cost to be announced)	--	--	130	632-4410 (OPM)

Course Code Number	Course Dates	Nomination Closing Date	Course Title	Hours	Cost	Catalog Page Number	Telephone Number
			Analytical				
23GS	Aug 5-6	Jul 21	Activity Assessment in Government	16	$135	142	632-5600 (OPM)
23FP	Sep 8-12	Aug 25	Applied Analysis and Evaluation Workshop	40	$280	*	632-5600 (OPM)
23FH	Jul 28-Aug 1 Sep 15-19	Jul 14 Sep 1	Cost Benefit Workshop	40	$280	140	632-5600 (OPM)
23GZ	Aug 18-21 Sep 15-18	Aug 4 Sep 1	Cost Comparison Workshop: OMB Circular A-76	32	$250	*	632-5600 (OPM)
23FC	Jul 21-25 Aug 18-22 Sep 22-26	Jul 7 Aug 4 Sep 8	Data Collection and Analysis	40	$280	140	632-5600 (OPM)
23FA	By Appointment on Site	--	Economic Investment Analysis	32	$250	141	632-5600 (OPM)
23CY	Sep 2-4	Aug 18	Effective Space Management and Utilization	24	$210	141	632-5600 (OPM)
23AK	Aug 11-15	Jul 28	Organization Study and Design	40	$280	142	632-5600 (OPM)
23FF	Aug 18-22	Aug 4	Paperwork Management	40	$280	143	632-5600 (OPM)
23GA	Aug 4-6	Jul 21	PERT (Program Evaluation Review Technique) Workshop	24	$210	143	632-5600 (OPM)
23FD	Sep 3-5	Aug 19	Process Flow Charting	24	$210	144	632-5600 (OPM)
23HA	Sep 9	Aug 25	Productivity Briefings	3	$ 50	*	632-5600 (OPM)
23GU	Jul 28-29 Sep 22-23	Jul 14 Sep 8	Productivity Concepts for Managers	16	$135	*	632-5600 (OPM)
23FJ	Sep 15-19	Sep 1	Productivity Management: Zero Base Analysis and Work Measurement	40	$280	144	632-5600 (OPM)

*Not described in the 1979-1981 Catalog; see the Appendix section of this Calendar for information.

Course Code Number	Course Dates	Nomination Closing Date	Course Title	Hours	Cost	Catalog Page Number	Telephone Number
			Financial Management - General				
23DJ	Aug 21-22	Aug 7	Effective Cash Management	16	$135	*	632-5600 (OPM)
23HA	Aug 11-12	Jul 28	Establishing Internal Controls to Avoid Waste, Fraud, and Abuse	16	$135	*	632-5600 (OPM)
23AS	Jul 14-16 Aug 25-27 Sep 15-17	Jun 30 Aug 11 Sep 1	Federal Travel Regulations and Procedures, Part I	24	$210	157	632-5600 (OPM)
23AS	Jul 17-18 Aug 28-29 Sep 18-19	Jul 3 Aug 14 Sep 4	Federal Travel Regulations and Procedures, Part II	16	$135	157	632-5600 (OPM)
23AV	Aug 12-14	Jul 29	Government Payroll: Recordkeeping and Procedures	24	$210	158	632-5600 (OPM)
23BC	Jul 14-18	Jun 30	Introduction to Financial Management	40	$280	160	632-5600 (OPM)
			Financial Management - Accounting				
23AD	Jul 29-31	Jul 15	Accounting for the Non-Accountant	24	$210	146	632-5600 (OPM)
23AE	Jul 15-17	Jul 1	Accrual Accounting Procedures in Federal Agencies	24	$210	147	632-5600 (OPM)
23AB	Jul 7-11 Aug 4-8 Sep 8-12	Jun 23 Jul 21 Aug 25	Governmental Bookkeeping and Accounting I - Introductory	40	$280	147	632-5600 (OPM)
23BJ	Jul 21-25 Sep 22-26	Jul 7 Sep 8	Governmental Bookkeeping and Accounting II - Intermediate	40	$280	148	632-5600 (OPM)
23AL	Aug 25-29	Aug 11	Practice Problems in Governmental Accounting	40	$280	148	632-5600 (OPM)
23LB	Jul 22-24 Sep 16-18	Jul 8 Sep 2	Preparation of Financial Reports	24	$210	164	632-5600 (OPM)

*Not described in the 1979-1981 Catalog; see the Appendix section of this Calendar for information.

Course Code Number	Course Dates	Nomination Closing Date	Course Title	Hours	Cost	Catalog Page Number	Telephone Number
			Financial Management - Auditing				
--	Jul 7-11	Jun 23	Effective Governmental Auditing	30	$275	155	492-6351 (USDA)
--	Jul 21-23	Jul 7	Interviewing Techniques for Auditors	18	$175	159	492-6351 (USDA)
--	Jul 14-18	Jun 30	Operational Auditing - Based on Techniques Developed by the U.S. General Accounting Office	30	$275	162	492-6351 (USDA)
--	Jul 28-Aug 1	Jul 14	Practical Statistical Sampling for Auditors	30	$275	193	492-6351 (USDA)
--	Jul 25	Jul 11	Statistical Sampling for Audit Managers and Supervisors	6	$ 75	195	492-6351 (USDA)
			Financial Management - Budgeting				
23DB	Jul 22-24 Sep 17-19	Jul 8 Sep 3	Budget Estimating Techniques	24	$210	149	632-5600 (OPM)
23BM	Aug 18-22 Sep 22-26	Aug 4 Sep 8	Budget Execution	40	$280	150	632-5600 (OPM)
23AF	Jul 7-11 Aug 4-8 Sep 8-12	Jun 23 Jul 21 Aug 25	Budget Formulation	40	$280	150	632-5600 (OPM)
23AT	Jul 21-25 Sep 15-19	Jul 7 Sep 1	Budget Presentation and Justification	40	$280	151	632-5600 (OPM)
23AP	Aug 13-14 Sep 3-4	Jul 30 Aug 21	The Federal Budget Process	16	$135	152	632-5600 (OPM)
23DH	Jul 29-31	Jul 15	Zero-Base Budgeting: Decision Package Preparation	24	$210	152	632-5600 (OPM)
			Grants				
23AH	Aug 6-7	Jul 23	Federal Grant Process	16	$135	185	632-5600 (OPM)
23AW	Aug 11-15	Jul 28	Financial Aspects of Grants Management	40	$280	185	632-5600 (OPM)

Course Code Number	Course Dates	Nomination Closing Date	Course Title	Hours	Cost	Catalog Page Number	Telephone Number
			Management Analysis				
23MQ	Jul 14-18 Aug 25-29	Jun 30 Aug 11	Administrative Systems and Procedures Analysis	40	$280	168	632-5600 (OPM)
23FE	Jul 28-Aug 1 Sep 15-19	Jul 14 Sep 1	Advanced Management Analysis	40	$280	168	632-5600 (OPM)
23GH	Jul 14-18 Aug 11-15 Sep 8-12 Sep 29-Oct 3	Jun 30 Jul 28 Aug 28 Sep 15	Elements of Management Analysis	40	$280	169	632-5600 (OPM)
23FL	Jul 7-11 Aug 4-8 Aug 25-29 Sep 22-26	Jun 23 Jul 21 Sep 8 Sep 8	Management Analysis and Review	40	$280	169	632-5600 (OPM)
			Materials Management				
23BP	Jul 21-25	Jul 7	Government Property Administration	40	$280	187	632-5600 (OPM)
23CH	Aug 18-22	Aug 4	Government Property: Recordkeeping and Procedures	40	$280	159	632-5600 (OPM)
			Procurement and Contracting				
23CX	Jul 9-10 Sep 3-4	Jun 25 Aug 21	Assisting Small Business Through Government Contracts	16	$145	176	632-5600 (OPM)
23CA	Jul 14-18 Sep 8-12	Jun 30 Aug 25	Basic Contracting	40	$280	170	632-5600 (OPM)
--	Jul 14-18 Aug 18-22 Sep 15-19	Jun 13 Jul 18 Aug 15	Basic Procurement	40	$150	170	557-0986 (GSA)
23BB	Sep 22-26	Sep 8	Contract Pricing	80	$280	175	632-5600 (OPM)
--	Aug 4-8	Jul 3	Contracting by Formal Advertising	40	$150	175	557-0986 (GSA)
23BQ	Aug 26-28	Aug 12	Developing Work Statements for Negotiated Procurement	24	$210	177	632-5600 (OPM)

Course Code Number	Course Dates	Nomination Closing Date	Course Title	Hours	Cost	Catalog Page Number	Telephone Number
			Procurement and Contracting (Continued)				
23BW	Aug 11-15	Jul 28	Evaluating a Contractor's Performance	40	$280	178	632-5600 (OPM)
23BV	Jul 1-2 Sep 9-10	Jun 17 Aug 26	Federal Procurement Process	16	$145	171	632-5600 (OPM)
--	Jul 28-Aug 1 Sep 8-12	Jun 27 Aug 8	Federal Standard Requisitioning and Issue Procedures (FEDSTRIP)	40	$150	178	557-0986 (GSA)
--	Jul 28-Aug 1	Jun 27	Government Contract Administration	40	$150	179	557-0986 (GSA)
23BS	Sep 8-19	Aug 25	Government Contract Law	80	$400	*	632-5600 (OPM)
23CG	Sep 29-Oct 3	Sep 15	Government Contract Negotiation Workshop	40	$280	180	632-5600 (OPM)
--	Sep 8-12	Aug 8	Government Contract Negotiations	40	$150	181	557-0986 (GSA)
--	Jul 21-25	Jun 20	Inventory Control of Supplies and Materials/Economic Order Quantity Techniques	40	$150	188	557-0986 (GSA)
23BR	Sep 8-12	Aug 25	Research and Development Contracting	40	$280	183	632-5600 (OPM)
23CK	Aug 11-15	Jul 28	Simplified Procurement Methods and Techniques	40	$280	172	632-5600 (OPM)
--	Jul 7-11 Aug 11-15 Sep 22-26	Jun 5 Jul 11 Aug 22	Small Purchases/Federal Supply Schedules	40	$150	173	557-0986 (GSA)
23CL	Jul 15-17	Jul 1	Source Evaluation Procedures in Federal Procurement	24	$210	183	632-5600 (OPM)
--	Aug 25-29	Jul 25	Storage and Materials Handling	40	$150	189	557-0986 (GSA)
23AV	Aug 19-21	Aug 5	Types of Government Contracts	24	$210	174	632-5600 (OPM)

*Not described in the 1979-1981 Catalog; see the Appendix section of this Calendar for information.

Course Code Number	Course Dates	Nomination Closing Date	Course Title	Hours	Cost	Catalog Page Number	Telephone Number
			Program Management				
23GV	Aug 11-15	Jul 28	Introduction to Program Evaluation: A Workshop	40	$280	190	632-5600 (OPM)
23FV	Aug 25-29	Aug 11	Planning Techniques for Federal Managers	40	$280	191	632-5600 (OPM)
23FR	Sep 22-26	Sep 8	Program Analysis and Evaluation Workshop	40	$280	190	632-5600 (OPM)
23FX	Sep 3-5	Aug 18	Program Evaluation in the Management Process	24	$210	190	632-5600 (OPM)
23FN	Jul 14-18	Jun 30	Project Management: A Workshop in Planning, Scheduling, and Control Techniques	32	$250	191	632-5600 (OPM)
			Statistical				
23LW	Sep 8-12	Aug 25	Correlation and Regression Analysis	40	$280	247	632-5600 (OPM)
23MK	Sep 8-12	Aug 25	Mathematics for Para-Professionals	40	$280	192	632-5600 (OPM)
28EB	Independent Study	--	Practical Statistics	30	$ 60	194	FTS 234-2224 COMMERCIAL (303) 234-2224 (OPM)
23LD	Sep 23-25	Sep 8	Presenting Statistics Using Graphs, Charts and Tables	24	$210	194	632-5600 (OPM)
23MS	Aug 18-22	Aug 4	Quantitative Approaches to Personnel Management	40	$280	*	632-5600 (OPM)
23LA	Aug 4-7	Jul 21	Statistical Sampling	32	$250	195	632-5600 (OPM)
23LQ	Jul 7-11 Aug 25-29	Jun 23 Aug 11	Statistical Techniques for Analysis	40	$280	196	632-5600 (OPM)
23LM	Sep 16-19 Jul 8-11	Sep 1 Jun 23	Statistics for Management	32	$250	197	632-5600 (OPM)

*Not described in the 1979-1981 Catalog; see the Appendix section of this Calendar for information.

Course Code Number	Course Dates	Nomination Closing Date	Course Title	Hours	Cost	Catalog Page Number	Telephone Number
			Statistical (Continued)				
23LS	Jul 21-25 Aug 18-22 Sep 29-Oct 3	Jul 7 Aug 4 Sep 15	Statistics for Para-Professionals I	40	$280	197	632-5600 (OPM)
23MJ	Jul 7-11 Sep 15-19	Jun 24 Sep 1	Statistics for Para-Professionals II	40	$280	198	632-5600 (OPM)
23MH	Jul 14-18 Aug 11-15 Sep 22-26	Jun 30 Jul 28 Sep 8	Working with Numbers	10	$135	190	632-5600 (OPM)

MAPPING, CHARTING, AND GEODESY

Course Code Number	Course Dates	Nomination Closing Date	Course Title	Hours	Cost	Catalog Page Number	Telephone Number
4M-710	Aug 5-Dec 16	Jul 5	Advanced Geodetic Survey	728	$ 52	--	664-2182 (DMA)
411-207	Aug 4-8 Sep 22-26	Jul 2 Aug 22	Analytical Photogrammetric Positioning System	40	$ 15	--	664-2182 (DMA)
411-200	Jul 9-Sep 25 Aug 6-Oct 24 Sep 9-Nov 26	Jun 9 Jul 6 Aug 9	Basic Cartography	448	$ 50	--	664-2182 (DMA)
412-101	Jul 9-Oct 17	Jun 9	Basic Geodesy	568	$ 50	--	664-2182 (DMA)
413-210	Jul 9-Sep 26 Aug 19-Nov 7	Jun 9 Jul 19	Construction Drafting	456	$ 55	--	664-2182 (DMA)
412-110	Jul 10-Sep 26	Jun 9	Construction Surveying	448	$ 50	--	664-2182 (DMA)
740-303	Jul 30-Oct 3	Jun 30	Offset Printing (2 classes)	344	$ 73	--	664-2182 (DMA)

PERSONNEL MANAGEMENT

Course Code Number	Course Dates	Nomination Closing Date	Course Title	Hours	Cost	Catalog Page Number	Telephone Number
			General				
28CC	Independent Study	--	Basic Personnel Management	48	$ 45	203	FTS 234-2224 COMMERCIAL (303) 234-2224 (OPM)
22AA	Jul 23-25	Jul 2	Introduction to Personnel Management	24	$240	204	632-5636 (OPM)
22AH	Jul 3-Aug 1 Aug 27-29	Jul 9 Aug 6	Personnel Management for Personnel Assistants	24	$240	207	632-5636 (OPM)
22AJ	Jul 7-11	Jun 16	Personnel Management Evaluation: The Onsite Survey Method	40	$350	207	632-5636 (OPM)
22UM	Jul 8-11	Jun 17	Personnel Management for EEO Staffs	32	$300	208	632-5636 (OPM)
22AQ	Aug 4-8	Jul 28	Personnel Management for Supervisors	40	$350	209	632-5636 (OPM)
22AI	Aug 11 Sep 9	Jul 21 Aug 15	Using the Federal Personnel Manual	8	$ 90	210	632-5636 (OPM)
			Employee Development				
22MD	Jul 14-18	Jun 7	Counseling and Interviewing for Trainers	40	$350	212	632-5636 (OPM)
22LA	Aug 4-8	Jul 15	Employee Development - Basic	40	$350	211	632-5636
22MB	Sep 9-12	Aug 19	Evaluation of Training Courses	32	$300	213	632-5636 (OPM)
22LF	Sep 22-26	Sep 1	Instructor Training	40	$350	214	632-5636 (OPM)
22ME	Aug 25-29	Aug 4	Learning Objectives	16	$170	214	632-5636 (OPM)
22LX	Sep 15	Aug 25	Visual Aid Design	8	$ 90	219	632-5636 (OPM)
22LC	Aug 25-29	Aug 4	Workshop in Training Course Design	40	$350	218	632-5636 (OPM)

Course Code Number	Course Dates	Nomination Closing Date	Course Title	Hours	Cost	Catalog Page Number	Telephone Number
			Employee Relations				
22PQ	Sep 16-19	Aug 2	Administering the Employee Counseling Services Program	32	$300	219	632-5636 (OPM)
22PH	Jul 9-11	Jun 18	Adverse Actions and Unacceptable Performance Actions	24	$240	220	632-5636 (OPM)
22QI	Sep 15-16	Aug 24	The Agency Administrative Grievance System	16	$170	221	632-5636 (OPM)
22PG	Aug 12-15	Jul 22	Basic Training for Grievance Examiners	32	$300	222	632-5636 (OPM)
22PZ	Aug 6-7	Jul 16	Dealing with Employee Performance and Conduct Problems	16	$170	*	632-5636 (OPM)
22BN	Jul 30-Aug 1	Jul 9	Performance Appraisal: An Introduction (Formerly: Performance Evaluation)	32	$240	206	632-5636 (OPM)
25HR	Aug 27-29	Jul 30	Performance Appraisal: Counseling and Feedback	24	$225	*	632-6027 (OPM)
22BL	Aug 9	Jul 18	Performance Appraisal: Setting Performance Standards	8	$ 90	*	632-5636 (OPM)
22PR	Jul 15-18	Jun 24	Suitability and Security Adjudication	32	$300	225	632-5636 (OPM)
			Position Classification and Compensation				
22QD	Jul 14-18 Sep 15-19	Jun 23 Aug 23	Employee Benefits	40	$350	223	254-8020 (OPM)
22JK	Jul 7-8	Jun 23	Factor Evaluation System of Position Classification	24	$170	240	254-8020 (OPM)
22JV	Jul 9-11 Aug 13-15 Sep 13-15	Jun 18 Jul 23 Aug 13	The Merit Pay Decision	24	$240	*	254-8020 (OPM)
22QJ	Aug 11-12	Jul 21	Overview of the Employee Benefits Program	16	$170	*	254-8020 (OPM)
22JP	Aug 2-6	Jul 14	Position Classification Analysis and Evaluation: A Workshop in Difficult-to-Classify Positions	24	$240	242	254-8020 (OPM)

*Not described in the 1979-1981 Catalog; see the Appendix section of this Calendar for information.

Course Code Number	Course Dates	Nomination Closing Date	Course Title	Hours	Cost	Catalog Page Number	Telephone Number
			Position Classification and Compensation (Continued)				
22JA	Jul 14-25 Sep 8-19	Jun 23 Aug 18	Position Classification - Basic	80	$450	242	254-8020 (OPM)
22JQ	Jul 28,30, Aug 1	Jul 7	Position Classification Evaluation Reports	24	$240	243	254-8020 (OPM)
22JR	Aug 18-22	Jul 28	Position Classification in the Federal Government	40	$350	245	254-8020 (OPM)
22JC	Sep 3-5	Aug 13	Position Management	24	$240	245	254-8020 (OPM)
28CB	Independent Study	--	Position Management and Position Classification (Unit A) (Units A and B)	32 44	$ 35 $ 50	246	FTS 234-2224 COMMERCIAL (303) 234-2224 (OPM)
22JS	Sep 22-24	Sep 1	Writing Position Descriptions	24	$240	*	254-8020 (OPM)
			Staffing and Placement				
22FI	Sep 3-5	Aug 13	Merit Promotion Principles and Practices	24	$240	247	254-8020 (OPM)
22FU	Sep 22	Sep 1	Personnel Actions Review for Staffing Specialists	8	$ 90	248	254-8020 (OPM)
22FH	Aug 25-29	Aug 4	Personnel Assessment and Selection	40	$350	248	254-8020 (OPM)
28CH	Independent Study	--	Personnel Clerk Functions	16	$ 15	236	FTS 234-2224 COMMERCIAL (303) 234-2224 (OPM)
22FW	Jul 7-11 Sep 15-19	Jun 16 Aug 25	Personnel Staffing in the Federal Government	40	$350	249	254-8020 (OPM)
22AW	Aug 19-22	Aug 2	Processing Personnel Actions	32	$300	250	254-8020 (OPM)

*Not described in the 1979-1981 Catalog; see the Appendix section of this Calendar for information.

Course Code Number	Course Dates	Nomination Closing Date	Course Title	Hours	Cost	Catalog Page Number	Telephone Number
			Staffing and Placement (Continued)				
22FK	Sep 23-26	Sep 16	Qualifications Analysis	16	$170	250	254-8020 (OPM)
22PT	Aug 4-5	Jul 14	Reduction-in-Force	24	$240	251	254-8020 (OPM)
22FA	Aug 13-22	Jul 23	Staffing and Placement - Basic	64	$400	242	254-8020 (OPM)

RECORDS AND INFORMATION MANAGEMENT

Course Code Number	Course Dates	Nomination Closing Date	Course Title	Hours	Cost	Catalog Page Number	Telephone Number
--	Aug 11	Jul 25	Basic Principles of Directives Management	8	$ 70	*	376-8804 (GSA)
--	Sep 8-19	Aug 22	Forms Analysis and Design	80	$300	259	376-8804 (GSA)
--	Sep 22-26	Sep 5	Forms for Automation	40	$200	259	376-8804 (GSA)
--	Aug 4-8	Jul 18	Introduction to the Creation and Use of Federal Records	40	$150	260	376-8804 (GSA)
--	Aug 18	Aug 1	Mail Operations	8	$ 70	261	376-8804 (GSA)
--	Aug 13-15	Jul 29	Micrographics Fundamentals	24	$175	262	376-8804 (GSA)
--	Sep 2-5	Aug 19	Word Processing Fundamentals	24	$175	266	376-8804 (GSA)
25ES	Jul 14-15	Jun 16	Word Processing-An Overview for Management	16	$200	67	632-6047 (OPM)
--	Jul 30	Jul 15	Writing Directives	8	$ 70	*	376-8804 (GSA)

*Not described in the 1979-1981 Catalog; see the Appendix section of this Calendar for information.

SAFETY AND HEALTH

Course Code Number	Course Dates	Nomination Closing Date	Course Title	Hours	Cost	Catalog Page Number	Telephone Number
--	Jul 21-25	--	Career Graduate Seminar (Given only in Battle Creek, MI)	36	Free	--	FTS 372-6161 COMMERCIAL (616) 962-6511 Ext. 6161 (FEMA)
--	Sep 22-Oct 3	--	Civil Preparedness Career Development Program - Phase IV (Given only in Battle Creek, MI)	56	Free	--	FTS 372-6161 COMMERCIAL (616) 962-6511 Ext. 6161 (FEMA)
--	Aug 18-29	--	Civil Preparedness Career Development Program - Phase III (Given only in Battle Creek, MI)	56	Free	--	FTS 372-6161 COMMERCIAL (616) 962-6511 Ext. 6161 (FEMA)
513	Aug 25-29	--	Evaluation and Control of Occupational Accident Potential (Given only in Philadephia, PA -- in cooperation with Temple University)	40	$300	--	**FTS and COMMERCIAL (215) 221-2915 (NIOSH/TU)
500-2	Jul 7-11 Sep 29-Oct 3	Jun 6 Aug 29	Guide to Voluntary Compliance for Instructors (Given only in Des Plaines, IL)	40	Free	*	FTS 353-2500 COMMERCIAL (312) 297-4810 (OSHA)
597	Aug 11-15	--	How to Write a Laboratory Quality Control Manual (Given only in Cincinnati, OH -- in cooperation with R & R Associates	40	$300	--	**FTS and COMMERCIAL (513) 771-2490 (NIOSH/R&R)
550	Aug 4-14	--	Industrial Hygiene Measurements (Given only in Cincinnati, OH)	60	$720	--	FTS 684-8225 COMMERCIAL (513) 684-8225 (NIOSH)
554	Aug 18-20	--	Industrial Hygiene Sampling, Decision Making, Monitoring and Recordkeeping: Sampling Methods (Given only in Cincinnati, OH --in cooperation with Consolidated Environmental Services)	20	$300	--	**FTS and COMMERCIAL (606) 341-8874 (NIOSH/CES)

*Not described in the 1979-1981 Catalog; see the Appendix section of this Calendar for information.
**Federal callers should use FTS and the area code with these nongovernment numbers.

Course Code Number	Course Dates	Nomination Closing Date	Course Title	Hours	Cost	Catalog Page Number	Telephone Number
588	Sep 22-26	--	Industrial Ventilation (Given only in Cincinnati, OH -- in cooperation with Consolidated Environmental Services)	31	$360	--	**FTS and COMMERCIAL (606) 341-8874 (NIOSH/CES)
--	Jul 14-17	--	Industry/Business Emergency Planning (Given only in Battle Creek, MI)	31	Free	--	FTS 372-6161 COMMERCIAL (616) 962-6511 Ext. 6161 (FEMA)
400-2	Jul 14-18 Aug 25-29	Jun 13 Jul 25	Instructor Course in Occupational Safety and Health Standards for the Construction Industry (Given only in Des Plaines, IL)	40	Free	*	FTS 353-2500 COMMERCIAL (312) 297-4810 (OSHA)
584	Aug 18-22	--	Ionizing Radiation (Given only in Cincinnati, OH)	40	$360	--	FTS 684-8225 COMMERCIAL (513) 684-8225 (NIOSH)
599	Sep 15-19	--	Legal Aspects of the Occupational Safety and Health Act of 1970 (Given only in Cincinnati, OH)	40	$300	--	FTS 684-8225 COMMERCIAL (513) 684-8225 (NIOSH)
--	Jul 28-Aug 15	--	Multiprotection Design Summer Institute (6 one-week courses) (Given only in Battle Creek, MI) 1) Environmental Engineering 2) Flood Hazard Mitigation 3) Designing Buildings Against Winds 4) Energy Conservation in Building Design 5) Earthquake and Ground Motion 6) Firesafety in Building Design	36	Free	--	FTS 372-6161 COMMERCIAL (616) 962-6511 Ext. 6161 (FEMA)
600-4	Jul 28-Aug 8	Jun 27	Occupational Safety and Health Course for Other Federal Agencies (Given only in Des Plaines, IL)	80	Free	*	FTS 353-2500 COMMERCIAL (312) 297-4810 (OSHA)

*Not described in the 1979-1981 Catalog; see the Appendix section of this Calendar for information.
**Federal callers should use FTS and the area code with these nongovernment numbers.

SECRETARIAL

Course Code Number	Course Dates	Nomination Closing Date	Course Title	Hours	Cost	Catalog Page Number	Telephone Number
24AP	Jul 29-Aug 25 Sep 3-30	Jul 1	Advanced Typing	40	$250	58	632-6047 (OPM)
K116	As Applicants Warrant	--	Art of Machine Transcription (Limited)	3	$ 19	--	235-8764 (STATE)
K119	Sep 9	--	Beginning Stenography (Limited)	60	$301	279	235-8764 (STATE)
25AA	Jul 15-18 Sep 16-19	Jun 17 Aug 19	Better Office Skills and Service	32	$225	58	632-6047 (OPM)
K120	Sep 9	--	Intermediate Stenography (Limited)	60	$301	279	235-8764 (STATE)
25BI	Jul 28-Aug 15 Sep 29-Oct 17	Jun 30 Sep 2	Machine Transcription Workshop	40	$250	*	632-6047 (OPM)
K105	As Applicants Warrant	--	OCR (Optical Character Recognition) Telegram Preparation (Limited)	4	$ 20	279	235-8764 (STATE)
25AD	Jul 21-25 Aug 25-29 Sep 29-Oct 3	Jun 23	Office Management	40	$250	59	632-6047 (OPM)
25AT	Jul 29-Aug 1 Aug 26-29 Sep 30-Oct 3	Jul 1 Jul 29 Sep 2	Secretarial Decision Making	32	$225	61	632-6047 (OPM)
25BA	Aug 18-21 Sep 22-25	Jul 21 Aug 25	Secretarial Productivity through Individual Leadership	32	$225	61	632-6047 (OPM)
25AB	Aug 11-14 Sep 15-18	Jul 14 Aug 18	Secretarial Techniques	32	$225	62	632-6047 (OPM)
25AC	Jul 16-18	Jun 18	Seminar for Executive Secretaries	24	$225	63	632-6047 (OPM)
25AC	Sep 22-24	Aug 25	Seminar for Executive Secretaries (Given only in Bethesda, MD -- at the National Institutes of Health)	24	$ 25	63	632-6047 (OPM)

*Not described in the 1979-1981 Catalog; see the Appendix section of this Calendar for information.

SECRETARIAL - CONT.

Course Code Number	Course Dates	Nomination Closing Date	Course Title	Hours	Cost	Catalog Page Number	Telephone Number
25AG	Aug 4-22	Jul 7	Shorthand Refresher	40	$250	64	632-6047 (OPM)
25BD	Jul 14-15 Sep 25-26	Jun 16 Aug 28	Telephone Techniques	16	$200	65	632-6047 (OPM)
25AW	Jul 21,28 Aug 18,25	Jun 23 Jul 21	Time Management for Secretaries	16	$200	65	632-6047 (OPM)
25ER	Jul 1-3 Sep 3-5	Jun 3 Aug 6	Word Processing-A Clerical Orientation	24	$225	66	632-6047 (OPM)
K126	Aug 8 Sep 26	-- --	Workshop in the Preparation of Travel Vouchers (Limited)	3	$ 10	279	235-8764 (STATE)

SUPERVISORY AND SPECIAL PROGRAMS

Course Code Number	Course Dates	Nomination Closing Date	Course Title	Hours	Cost	Catalog Page Number	Telephone Number
21CM	Sep 3-5	Aug 29	Administrative Officers Seminar	24	$225	98	254-3211 (OPM)
28BC	Independent Study	--	Applied Supervision	40	$ 90	120	FTS 234-2224 COMMERCIAL (303) 234-2224 (OPM)
21PC	Sep 24-26	Sep 19	Creative Problem Solving	24	$225	100	254-3211 (OPM)
21LZ	Aug 18-19	Jul 21	Freedom of Information/Privacy Act Workshop	16	$200	*	254-3211 (OPM)
21FH	Jul 14-18 Sep 15-19	Jul 3 Aug 13	Introduction to Supervision	40	$275	122	254-3211 (OPM)
21PP	Aug 6-8	Aug 1	Leadership and Women	24	$250	106	254-3211 (OPM)
21EA	Aug 25-29	Aug 20	Management Institute for Scientists and Engineers	40	$300	108	254-3211 (OPM)
21CW	Jul 9-11 Sep 3-5	Jul 3 Aug 29	Management of Time	24	$225	110	254-3211 (OPM)
21LY	Jul 16-17	Jul 9	Successful Implementation of the Freedom of Information Act and the Privacy Act	16	$200	*	254-3211 (OPM)
21FA	Aug 11-15	Aug 6	Supervision and Group Performance	40	$275	124	254-3211 (OPM)
21FC	Aug 4-8	Jul 30	Supervision and the Organization of Work (Formerly: Basic Management Functions)	40	$275	120	254-3211 (OPM)
21FE	Jul 14-18 Sep 8-12	Jul 4 Aug 29	Supervision and Personal Skills (Formerly: Basic Management Methods and Skills)	40	$275	121	254-3211 (OPM)
G108	Aug 3	--	Supervisory Studies Seminar (Limited)	40	$653	279	235-8764 (STATE)
21CG	Jul 29-31 Aug 20-22	Jul 19 Aug 15	Understanding and Managing Human Behavior	24	$225	119	254-3211 (OPM)

*Not described in the 1979-1981 Catalog; see the Appendix section of this Calendar for information.

Course Code Number	Course Dates	Nomination Closing Date	Course Title	Hours	Cost	Catalog Page Number	Telephone Number
			Retirement				
28CD	Independent Study	--	Preparation for Retirement	24	$ 35	*	FTS 234-2224 COMMERCIAL (303) 234-2224 (OPM)
			Transportation				
A4111	Jul 21-25 Sep 22-26	-- --	Appraisal Review on Federal-Aid Highways and Related Programs	40	Free	*	426-0512 (DOT)
A5223	Sep 8-12	--	Introduction to Urban Transportation	40	Free	*	426-0512 (DOT)

*Not described in the 1979-1981 Catalog; see the Appendix section of this Calendar for information.

APPENDIX

JULY-SEPTEMBER 1980

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This section is an alphabetical list of courses that are not described in the 1979-1981 Interagency Training Catalog of Courses. These courses either are described below or have already been described in earlier editions of the Calendar. If a course was described in an earlier edition, the date of the edition is listed below the title of the course. Please save this section--the courses described in it will not be described again in future editions.

ADP Systems Analysis for Managers

OPM (Automatic Data Processing Management Training Center), 632-5650
See the April 1980 edition

Advanced Budget Analysis

OPM (Management Sciences Training Center), 632-5600
See the July 1979 edition

Advanced Manager's Workshop

USDA (Career Development Division), 447-6977
See the July 1980 edition

This workshop is designed to provide upper level managers with training in organizational skills, organizational leadership, managing change, power relationships, and conflict management. This course satisfies the second set of 40 hours of required supervisory training. In nominating participants, consideration should be given to identified incumbent managers and high potential employees targeted for executive development, primarily at the GS-14 and GS-15 levels. All participants must have received a minimum of 40 hours of supervisory training.

Applied Analysis and Evaluation Workshop

OPM (Management Sciences Training Center), 632-5600
See the January 1980 edition

Appraisal Review on Federal-Aid Highways and Related Programs

DOT (Federal Highway Administration), 426-0512
See the July 1980 edition

This course is designed to broaden a knowledge of the basic concepts and principles of the appraisal review process, particularly partial acquisition. Emphasis will be placed upon: guidelines for developing more uniform reviews of before and after appraisals; guidelines for developing a more uniform review of the allocation process of land, improvements, benefits, and damages; recurring problems related to partial acquisitions and Title III; guidelines for developing a more uniform review of project enhancement or deterioration in the before appraisal; methods of developing fair market value and just compensation; methodology of appraising abandoned railroad acquisition; and methodology of appraising avigation acquisitions. Participants should possess a general knowledge of appraisal procedures.

Art of Dictation

OPM (Supervisory and Communications Training Center), 632-6047
See the January 1980 edition

Automated Budgeting Systems

OPM (Automatic Data Processing Management Training Center), 632-5650
See the April 1979 edition (under the former title Management Introduction to Automation in Zero Base Budgeting)

Automated Data Entry Systems

GSA (National Archives and Records Service), 376-8804
See the July 1979 edition

Basic Employee Development

NAVY (Personnel Management Institute), 696-4476
See the April 1980 edition

Basic Employee Relations

NAVY (Personnel Management Institute), 696-4476
See the April 1980 edition

Basic Position Classification

NAVY (Personnel Management Institute), 696-4476
See the April 1980 edition

Basic Principles of Directives Management

GSA (National Archives and Records Service), 376-8804
See the April 1979 edition

Basic Staffing and Placement

NAVY (Personnel Management Institute), 696-4476
See the April 1980 edition

Basics of Supervision

USDA (Career Development Division), 447-6977
See the July 1980 edition

This course is designed to provide participants with opportunities to develop their self-awareness and to learn the skills and techniques of effective supervision from recognized authorities. Discussions, work groups, simulation exercises, and audio-visuals will be used in presenting these topics: Basic Theories of Supervision; Managerial Planning and Productivity; Concepts of Organization; Concepts of Leadership; Process Control; Communicative Processes in Management; Human Behavior, Motivation, and Interpersonal Relationships; Simulation Exercise, Office Management; and Responsibilities in Safety. This course satisfies the 40-hour supervisory training requirement. Participants should be selected from among recently appointed supervisors or high potential employees targeted for supervisory positions.

Classification Appeals Workshop

NAVY (Personnel Management Institute), 696-4476
See the April 1980 edition

Collateral Duty Course (For Other Federal Agencies)

OSHA (Labor), FTS 353-2500
See the October 1979 edition

Communications with the Public

OPM (Supervisory and Communications Training Center), 632-6047
See the July 1979 edition

Congressional Operations Institute

OPM (Government Affairs Institute), 632-5662
See the April 1980 edition

Content Validation

OPM (Personnel Management Training Center), 254-8020
See the January 1980 edition

Cost Comparison Workshop: OMB Circular A-76

OPM (Management Sciences Training Center), 632-5600
See the October 1979 edition

Current Technology in Automated Libraries

OPM (Automatic Data Processing Management Training Center), 632-5650
See the January 1980 edition

Dealing with Employee Performance and Conduct Problems

OPM (Personnel Management Training Center), 632-5636
See the October 1979 edition

Discipline, Grievances and Appeals Workshop

NAVY (Personnel Management Institute), 696-4476
See the April 1980 edition

Distributed Computing and Computer Networks

OPM (Automatic Data Processing Management Training Center), 632-5650
See the October 1979 edition

Diversity in the Federal Workforce: A Focus on Executives of Hispanic Ancestry

OPM (Federal Executive Institute), FTS 937-1295
See the July 1980 edition

This program is the first in a series of one-week special programs on Federal executives of minority background. This program should provide a basis for: encouraging "networking" activities among executives of Hispanic ancestry across agencies in the Federal Government; generating an informational "data-base" on the current status of Hispanics at higher levels within the Federal workforce and their executive development needs; outlining strategies for identifying, recruiting and retaining qualified Hispanics in executive leadership and other government positions; developing an action agenda for responding to those concerns of the Hispanic community which fall under the programmatic thrust of the Federal Government; highlighting the parameters of opportunities created by the Civil Service Reform Act and the establishment of the Senior Executive Service. FEI alumni of Hispanic ancestry are viewed as the primary audience. Government managers and supervisors of Hispanic ancestry at the GS-15 level and above also are encouraged to attend.

EEO Briefing

OPM (Personnel Management Training Center), 632-9772
See the April 1979 edition

EEO Counselor Workshop

NAVY (Personnel Management Institute), 696-4476
See the April 1980 edition

EEO Program Management

NAVY (Personnel Management Institute), 696-4476
See the April 1980 edition

Effective Cash Management

OPM (Management Sciences Training Center), 632-5600
See the October 1979 edition

Effective Communications for Managers

OPM (Supervisory and Communications Training Center), 632-6047
See the July 1979 edition

Effective Listening and Memory Development

OPM (Supervisory and Communications Training Center), 632-6047
See the July 1979 edition

Establishing Internal Controls to Avoid Waste, Fraud and Abuse

OPM (Management Sciences Training Center), 632-5600
See the July 1979 edition

Executive Leadership Performance and Skills

OPM (Federal Executive Institute), FTS 937-1295
See the July 1980 edition

This seminar is designed specifically to meet the Civil Service Reform Act objectives of providing heightened opportunities for executive development for incumbent executives. The substantive focus of the seminar will be on the development of the potentials of executive leadership. That involves heightened sensitivity to the forces operating in a specific setting, awareness of possibilities in that situation, and the personal strength and skills to maximize opportunities. Priority enrollment will be given to all graduates of major FEI programs. Other senior government executives who are SES members or equivalent will also be accepted on a space-available basis.

Executive Workshop in Agri-Dynamics: Overview of USDA Missions and Environmental Improvement

USDA (Career Development Division), 447-6977
See the July 1980 edition

This workshop is designed to provide USDA managers with an opportunity to increase their awareness of the internal and external forces and pressures affecting the Department and its program missions. The major operational areas and problems of the program missions shown above will be presented to the class for discussion. Participants will be given an opportunity to discuss crucial policies and issues with USDA Assistant Secretaries and their staffs; observe Senate and House committee meetings and witness the activities of Congress from both the Senate and House galleries; participate in a simulation exercise involving socio-economic and political issues related to the USDA. In nominating participants, primary consideration should be

Executive Workshop in Agri-Dynamics: Overview of USDA Missions and Environmental Improvement
(Continued)

given to identified incumbent managers and high potential employees targeted for executive development.

Federalism

OPM (Government Affairs Institute), 632-5662
See the April 1980 edition

Freedom of Information/Privacy Acts Workshop for Specialists

OPM (Supervisory and Communications Training Center), 254-3211
See the April 1979 edition

Fundamentals of PL/I

OPM (Automatic Data Processing Management Training Center), 632-5650
See the April 1979 edition

Government Contract Law

OPM (Management Sciences Training Center), 632-5600
See the October 1979 edition

Governmental Auditing - An Overview for Investigators

USDA (Interagency Auditor Training Programs), 492-6351
See the April 1980 edition

Graphs, Charts, and Tables

OPM (Management Sciences Training Center), 632-5600
See the April 1979 edition

Guide to Voluntary Compliance for Instructors

OSHA (Labor), FTS 353-2500
See the October 1979 edition

Hearing Process Workshop

OPM (Government Affairs Institute), 632-5662
See the April 1980 edition

Instructor Course in Occupational Safety and Health Standards for the Construction Industry

OSHA (Labor), FTS 353-2500
See the October 1979 edition

Integrating Office Operations with Information Technology

OPM (Automatic Data Processing Management Training Center), 632-5650
See the January 1980 edition (under the former title Integrated Office Operations/Information Technology)

Interviewing Techniques for Auditors

USDA (Interagency Auditor Training Programs), 492-6351
See the April 1980 edition

Introduction to Records Management

GSA (National Archives and Records Service), 376-8804
See the April 1979 edition

Introduction to Supervision

DC GOVT. (Department of Corrections), 727-4000 x-485
See the October 1979 edition

Introduction to Urban Transportation

DOT (Federal Highway Administration), 426-0512
See the July 1980 edition

This course will give a broad perspective on the nature of urban transportation planning and present some useful problem-solving techniques which can help planners analyze various transportation problems. About one-third of the course will be devoted to the nature of urban transportation planning and its decisionmaking aspects. The other two-thirds of the course will cover stand-above problem-solving and analysis techniques which require little data and yield quick responses in the analysis of urban transportation planning problems. This course is targeted toward transportation planners at the State and local levels.

JCL (Job Control Language) Workshop

OPM (Automatic Data Processing Management Training Center), 632-5650
See the July 1979 edition (under the title Workshop in JCL)

Labor Relations for Line Managers

NAVY (Personnel Management Institute), 696-4476
See the April 1980 edition

Machine Transcription Workshop

OPM (Supervisory and Communications Training Center), 632-6047
See the July 1979 edition

The Management of Human Performance Appraisal: The State-of-the-Art

OPM (Federal Executive Institute), FTS 937-1295
See the July 1980 edition

This special program will have as its primary purpose an assessment of the state-of-the-art in management of human performance appraisal as called for in the Civil Service Reform Act of 1978. Specific segments of the program will be devoted to examining: common approaches to the management of human performance appraisal; innovative approaches to the management of human performance appraisal; management successes; management problems; and areas requiring further experience and development. An attempt will be made to address the entire spectrum of management responsibilties in the area of human performance appraisal, including developing and implementing the "system," monitoring the use and experiences of appraisal by supervisors and managers, and fine tuning the mechanisms on the basis of evaluation. Nominees should include Assistant Secretaries, personnel officers and directors, program managers, and other executives at the GS-15 level and above who are responsible for the appraisal of human performance.

Managing Discrimination Complaints

NAVY (Personnel Management Institute), 696-4476
See the April 1980 edition

The Merit Pay Decision

OPM (Personnel Management Training Center), 254-8020
See the January 1980 edition

Merit Promotion Workshop

NAVY (Personnel Management Institute), 696-4476
See the April 1980 edition

New Directions for New Economic Challenges

OPM (Federal Executive Institute), FTS 937-1295
See the July 1980 edition

This seminar will focus on several key economic issues which either directly or indirectly will have an impact on the public executive. The outcome of such issues will affect the nature of, and budgeting for, agency programs, as well as other planning activities. Specific problem areas to be addressed include: inflation, recession, budget deficits, monetary policy, resource shortages, taxes, productivity, economic growth, savings and investments, balance of payments. Participation is open to incumbent members of the Senior Executive Service, selected GS-15's, and officials at equivalent ranks in other pay systems. A background in economics is not required.

Occupational Safety and Health Course for Other Federal Agencies

OSHA (Labor), FTS 353-2500
See the January 1980 edition

Overview of the Employee Benefits Program

OPM (Personnel Management Training Center), 254-8020
See the October 1979 edition

Performance Appraisal: Analyzing Performance Deficiencies

OPM (Personnel Management Training Center), 632-5636
See the January 1980 edition

Performance Appraisal: Counseling and Feedback

OPM (Supervisory and Communications Training Center), 632-6047
See the January 1980 edition

Performance Appraisal: Setting Performance Standards

OPM (Personnel Management Training Center), 632-5636
See the July 1980 edition

A course for those who want to acquire skills in setting employee performance standards. Participants in this intensive 1-day workshop are provided with the opportunity to identify components of a job, decide which elements of a job are critical, and establish performance standards for one of the job elements. This emphasis on practical problems encountered in setting the standards provides a real-world dimension to the course. The workshop is designed for supervisors

Performance Appraisal: Setting Performance Standards
(Continued)

and other agency personnel responsible for developing or advising on the development of performance standards, and the identification of critical elements.

Personnel Management Program Evaluation

OPM (Personnel Management Training Center), 254-8020
Course description not available at time of printing.

Personnel Staffing for EEO Counselors

OPM (Personnel Management Training Center) 254-8020
See the July 1979 edition

Personnel Staffing for EEO Specialists

OPM (Personnel Management Training Center), 254-8020
See the April 1979 edition

Personnel Staffing in the Federal Service

OPM (Personnel Management Training Center), 254-8020
See the April 1979 edition

Plain Letters for Managers

GSA (National Archives and Records Service), 376-8804
See the April 1979 edition

Planning Staffing Needs Analysis

OPM (Personnel Management Training Center), 254-8020
Course description not available at time of printing.

Position Management Seminar

NAVY (Personnel Management Institute), 696-4476
See the April 1980 edition

Preparation of Financial Reports

OPM (Management Sciences Training Center), 632-5600
See the October 1979 edition

Preparation for Retirement

OPM (National Independent Study Center), FTS 234-2224
See the October 1979 edition

Productivity Briefings

OPM (Management Sciences Training Center), 632-5600
Course description not available at time of printing.

Productivity Concepts for Managers

OPM (Management Sciences Training Center), 632-5600
See the July 1980 edition

(New Course). The course is designed to aid Federal managers in understanding what is meant by productivity and how it is measured. The objectives of the course are to present the participant with an overview of the Federal Productivity Program; identify how productivity is measured in the Federal sector; present practical approaches agencies are undertaking to improve organizational productivity; and present the effects of the Quality of Work Life efforts on the Federal workforce. The course is intended primarily for program managers and supervisors who have operational responsibilities.

Problem Solving and Decision Making

USDA (Career Development Division), 447-6977
See the July 1980 edition

This course is designed for supervisors and managers who wish to improve, update, or refresh their problem solving and decision making skills and techniques. Discussions, simulation exercises, case studies, and audio-visual aids will be used in presenting the following topics: Analysis of the individual's current approach to problem solving and decision making; Discussion of other approaches to problem solving and decision making; Methods of analyzing problems; Development of alternative solutions; Developing action plans for direction and control. This course satisfies the 40-hour supervisory training requirement.

Quantitative Approaches to Personnel Management

OPM (Management Sciences Training Center), 632-5600
See the July 1979 edition

Reports Management

GSA (National Archives and Records Service), 376-8804
See the July 1979 edition

Resolving Grievances under a Labor Agreement

OPM (Labor Relations Training Center), 632-4411
See the October 1979 edition

Staffing and Classification for Part-time EEO Officials

NAVY (Personnel Management Institute), 696-4476
See the April 1980 edition

Successful Implementation of the Freedom of Information Act and the Privacy Act

OPM (Supervisory and Communications Training Center), 254-3211
See the April 1980 edition

Successful Implementation of the Freedom of Information Act and the Privacy Act: An Institute for Instructors

OPM (Supervisory and Communications Training Center), 254-3211
See the April 1980 edition

Supervision and Group Performance

DC GOVT. (Department of Corrections), 724-4000 x-485
See the October 1979 edition

Supervisors' Workshop on Complaints, Appeals and Grievances

NAVY (Personnel Management Institute), 696-4476
See the April 1980 edition

Survey of Bibliographic Data Bases

OPM (Automatic Data Processing Management Training Center), 632-5650
See the July 1979 edition

Systems Analysis and Design for the Deaf and Hearing Impaired

OPM (Automatic Data Processing Management Training Center), 632-5650
See the July 1980 edition

The primary objective of this course is to provide the participants with fundamental concepts and techniques of systems analysis and design so that they can actively participate with data processing personnel in systems activities. Topics to be covered include: Information Requirements Analysis; Translating Information Requirements into Objectives, Tasks, and Performance Criteria; Feasibility Studies; Cost/Resource Estimating Techniques; Detailed Design of the System; Non-automated Functions; and Systems Testing, Implementation and Evaluation. Only deaf and hearing impaired government employees may attend.

Title VI: Non-Discrimination in Federally Assisted Programs-- An Introductory Program

OPM (Personnel Management Training Center), 632-9772
See the October 1979 edition

Upward Mobility Program Development and Administration

NAVY (Personnel Management Institute), 696-4476
See the April 1980 edition

Writing Directives

GSA (National Archives and Records Service), 376-8804
See the July 1979 edition

Writing Position Descriptions

OPM (Personnel Management Training Center), 254-8020
See the April 1979 edition

Writing Short Informational Reports

OPM (National Independent Study Center), FTS 234-2224
See the October 1979 edition

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